

Wisconsin Court System
Notice Under Americans With Disabilities Act – Title II
Public Programs, Services and Activities

The Wisconsin Court System affirms its commitment to full implementation of the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), a comprehensive civil rights law specifically for individuals with disabilities. It is the policy of the court system that its programs, services and activities will be operated so that, when viewed in their entirety, they are readily accessible to, and usable by, qualified individuals with disabilities. No individual with a disability will be refused participation in a service, program, or activity solely because the individual has a disability, needs an accommodation or because a building is inaccessible. Unless the proposed accommodation would result in a fundamental alteration of our programs and services or an undue financial or administrative burden, we will provide program accessibility for qualified people with disabilities.

Court system programs and services will be provided in an integrated setting, unless a separate or different measure is necessary to ensure equal access. Reasonable modifications in policies, practices, and procedures will be made so that individuals with disabilities are not denied access. Effective communication with individuals with disabilities is essential. Therefore, with sufficient notice, auxiliary aids and services will be provided to ensure that communications with individuals with disabilities are as effective as communications with others. When an auxiliary aid or service is required, the court system will give primary consideration to the choice expressed by the individual.

The court system has vested the primary responsibility for assurance equal access to programs, services and activities of the Supreme Court and Court of Appeals to the presiding judges and department managers who shall develop procedures for implementation of this policy. A copy of each office’s procedures must be on file in the office of the ADA Coordinator. The ADA Coordinator will work in conjunction with the presiding judges and the department managers of the Supreme Court and Court of Appeals to coordinate efforts to carry out these responsibilities. The Office of Management Services will maintain a resource list of products and service providers and will address ADA issues as leases are negotiated.

For the Circuit Courts, accommodation requests should be directed to the Clerk of Circuit Court in the county where the case is filed. If your request is denied, you may contact the District Court Administrator for that county. The District Court Administrator can help pursue the matter with the proper officials. The District Court Administrator will work in conjunction with the county ADA Coordinator or other county officials, and may refer you to the county ADA complaint procedure. The District Court Administrator may also work with the Chief Judge of the Judicial District to address the issue. The Deputy Director of State Courts for Court Operations serves as the ADA State Coordinator for the Circuit Courts, providing technical assistance and information about accessibility of court services.

Complaint Procedure for Program Accessibility Supreme Court and Court of Appeals

Access to a procedure for the equitable resolution of complaints is an integral component of the ADA. If staff cannot resolve a request to the consumer's satisfaction, the consumer has the right to discuss the complaint with the presiding judge or department manager.

The consumer also has the right to submit a written complaint to the presiding judge, department manager, or ADA Coordinator. The complaint procedure is as follows:

1. The consumer shall submit a written complaint alleging discrimination to the presiding judge, the department manager, or the ADA Coordinator.
2. A complaint must be filed within thirty (30) working days of the alleged occurrence.
3. Before initiating an investigation, the ADA Coordinator or her designee will advise the complainant that the use of this procedure does not preclude the complainant from pursuing any other legal remedy. The complainant also will be advised that access to information regarding the complaint will not be available to anyone who does not have a need to know.
4. The written complaint must contain the name, address, telephone number and signature of the complainant as well as specific details regarding the date, time and nature of the complaint and the person(s) involved.
5. Presiding judges and department managers must forward a copy of the complaint to the ADA Coordinator.
6. The ADA Coordinator or her designee will investigate the complaint.
7. The investigation will be completed and a decision rendered within 20 working days of receiving the complaint. The decision is final with the following exception. The Chief Justice and the Chief Judge of the Court of Appeals have authorized the Director of State Courts to make the final decision if the reason for denial is that the request, if approved, would result in a fundamental alteration of the program or result in an undue financial or administrative burden.
8. No person will be subject to any retaliation for initiating a complaint or for assisting in the investigation of a complaint, regardless of the outcome of the investigation.

ADA Coordinator for the Supreme Court and Court of Appeals
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